

**AGENDA - COMMITTEE OF THE WHOLE**  
**Monday, February 6, 2023 @ 6:00 PM**  
**In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

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*The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Committee members. For a complete copy of the agenda including all correspondence and reports please refer to the City's website [portalberni.ca](http://portalberni.ca) or contact the Director of Corporate Services at 250.720.2823 or by email [danielle\\_leurebourg@portalberni.ca](mailto:danielle_leurebourg@portalberni.ca) or the Deputy City Clerk at 250.720.2822 or by email [sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)*

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**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

1. Recognition of unceded Traditional Territories.
2. Late items identified by Committee members.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

*That the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 2**

1. Minutes of the meeting held at 6:00 pm on January 31, 2023, as presented.

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**F. CORRESPONDENCE**

**G. NEW BUSINESS**

1. Five Year Financial Plan 2023 – 2027  
Director of Finance to introduce the City's Draft Five-Year Financial Plan 2023 – 2027.

**H. QUESTION PERIOD**

**I. ADJOURNMENT**

*That the meeting adjourn at     pm.*

**MINUTES OF THE COMMITTEE OF THE WHOLE**  
**Tuesday, January 31, 2023 @ 6:00 PM**  
**In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:**

Council: Mayor Minions  
Councillor D. Dame  
Councillor J. Douglas  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda

Staff: S. Smith, Director of Development Services/Deputy CAO  
D. Leurebourg, Director of Corporate Services  
A. McGifford, Director of Finance  
M. Wade, Manager of Planning

Gallery: 2

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

The meeting was called to order at 6:00 PM.

*MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the meeting held at 4:00 pm on November 21, 2022 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. 2023 – 2027 Financial Plan Timeline**

The Director of Finance presented members of the Committee with an overview of the 2023 – 2027 Financial Plan timeline.

The following outlines questions from Members of the Committee and associated staff responses.

Members of the Committee commented/questioned as follows:

- How will the Financial Plan process be publicized?  
*A mix of media sources including, AV News, social media, City website, etc.*

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2. **Development Procedures Bylaw**

The Manager of Planning provided members of the Committee with information related to the establishment of a Development Procedures Bylaw.

The following outlines questions from Members of the Committee and associated staff responses.

Members of the Committee commented/questioned as follows:

- Has the bylaw been reviewed by the contractor community?  
*Not at this time.*
- When is the bylaw intended to become effective?  
*Proposed adoption date [dependent on Council approval] anticipated for March 2023.*
- Is the radio utilized as a promotional method?  
*Depending on the communications content, it may be used.*
- Delegation of Authority – consideration for the addition of an exception clause in the event that any one Councillor thinks public consultation or Council consideration should be required?  
*The intention of Bill 26 is to delegate that authority within the defined terms outlined. Applicants are provided the ability to appeal to Council.*
- Timely with the Official Community Plan review and update and associated implementations of policy. Delegations will empower staff to implement the direction of Council.
- Examples of what variances this may cover?  
*Height variances, set-backs, parking, lot frontages, etc.*
- In favour of stream-lining process, with some measure of control maintained by Council.
- There is an appeal process for applicants. Is there a method for any member of the public to appeal to Council on an application?
- Suggested removal of *Part 2, Delegation of Authority, Section (k) grant an exemption from a flood plain specification pursuant to section 524 (7) of the Local Government Act where an Applicant has provided a certified report from a person identified in section 524 (7) (b) of the Local Government Act.*
- Regular reporting to Council to inform on what has been done.

3. **Zoning Amendment Bylaw**

The Manager of Planning provided members of the Committee with information related to proposed zoning bylaw amendments.

The following outlines questions from Members of the Committee and associated staff responses.

Members of the Committee commented/questioned as follows:

- Are both suites able to be rented if the owner-occupied requirement is removed?  
*Yes.*

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- How will parking be addressed?  
*The bylaw will provide the opportunity to determine parking requirements.*

*MOVED AND SECONDED, THAT members of the Committee receive the staff report entitled 'Draft Zoning Bylaw No. 5074 – Modernization' dated January 26, 2023 and recommend to Council that Council direct staff to initiate community consultation prior to the bylaw being considered by Council.*

**CARRIED**

**F. CORRESPONDENCE**

**G. NEW BUSINESS**

**H. PUBLIC INPUT/QUESTION PERIOD**

**Michael Moore**

Inquired regarding the building permit process, particularly the time involved with processing.

**Lisa Hagen**

Inquired regarding the Smart Cities Challenge as it relates to Port Alberni's involvement.

**I. ADJOURNMENT**

*MOVED and SECONDED, THAT the meeting adjourn at 7:07 pm.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer